



POSITION VACANCY ANNOUNCEMENT
NGSD-HRO-16- ADOS-45
Opening Date: 09 September 2016
Closing Date: 23 September 2016

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: Purchasing Agent Assistant

LOWEST/HIGHEST GRADE AUTHORIZED: Not to exceed SPC/E-4

DURATION OF ASSIGNMENT: 1 Oct 16 – 30 Sep 17. This position is ADOS and is dependent on availability of funds. Orders may be extended or revoked depending on funds availability, job performance, continued need for the position, and mission requirements.

ORGANIZATION: USPFO for South Dakota

SELECTING OFFICIAL: LTC Nicholas Krebs
Deputy USPFO
6735 (1-605-737-6735)
nicholas.m.krebs.mil@mail.mil

LOCATION: USPFO, Camp Rapid, Rapid City, SD

Announcement does not constitute commitment to fill position.

POSITION DESCRIPTION:

Assists in the procurement of standard or specialized service; supply; and/or construction items, services and/or materials primarily through formal advertising, or through limited use of negotiation techniques. Performs other duties as required.

QUALIFICATION REQUIREMENTS:

- a. General: Applicant must be a member or become a member of the SD National Guard.
- b. Applicant cannot have a temporary profile.
- c. The requirements for this position are.
 - Skill at oral and in written communications.
 - Knowledge of supply procedures.
 - Ability to follow directions, to read, retain and understand a variety of instructions, regulations, policies and procedures.
 - Ability to work in a team environment with a common purpose.

- d. Other: Applicants must be able to complete the determined tour of military duty prior to ETS. Applicants must have reliable transportation and live within fifty (50) miles of the duty station. Outside employment associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Position may require weekend or evening hours.
- e. Applicant must pass a background investigation

Submit the following:

1. DA Form 1058-R (Army Guard).
2. Current Retirement Point Assessment Statement (RPAS) NGB 23A.
3. Letter of Recommendation from Unit Commander.
4. Resume.
5. Most recent Medical Operational Data System (MODS) Individual Medical Readiness Record (IMRR)
6. Most recent AITS height and weight printout
7. Most recent DA Form 5500 or 5501 [If height and weight listed on AITS height and weight printout is above the limits of Table 1 (Screening Table Weight) AR 600-9]
8. APFT Score Card (DA 705) with a successful passing score within 12 months.
9. Copy of any permanent profiles

Applications must be postmarked by the closing date and mailed to address below:

SD National Guard
HUMAN RESOURCE OFFICE
ATTN: SSG James Blackwell
2823 West Main Street
Rapid City, SD 57702-8170

FULL TIME EMPLOYEES OF THE SOUTH DAKOTA NATIONAL GUARD: Applicants should notify their full-time supervisor and respective Directorate/MACOM Administrative Officer of their decision to apply for this position.

EQUAL OPPORTUNITY: The South Dakota National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, or any other non-merit factors.